

## Kitchen Requests

Pantry items:2 days notice	(Please specify # needed)	Date needed	Person/Dept.
Cups 8 oz.			
Cups 12 oz.			
Plates plain			
Plates, sectioned			
Plates, small			
Bowls			
Napkins-dinner			
Napkins-Beverage			
Desert cups (6 oz)			
Plastic forks			
Plastic spoons			
Plastic knives			
Baggies - Quart Size			
Baggies - Gallon Size			
Coffee filters			
Dispenser Napkin Holders			
Trash bags			
Others, please list			
Food items:4 days notice			
Reg. sugar			
Artificial sugar			
Creamer			
Regular Tea			
Peach Tea			
Lemonade			
Reg. coffee			
Decaf. Coffee			
Jelly			
Ketchup			
Mustard			
Gravy			
Cart			
Baskets			
Others, please list			
Other:2 days notice			
Baskets			
Pans			
Serving utensils			
Cart			
Pantry will be locked.	Small quantities of flatware, cups and napkins are in the drawers beside the warmer - they are labeled.	Forms are located in office.	If supplies are needed on the weekend, submit this form by Thurs.
Extra paper goods are in the island directly across from the black stove.	You may take what you need.	Please leave completed form in office. We will give it to Dorothy.	or preceding week.